

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF
 Rating Period: January-June 2019

Name of Administrative Staff: ERLINDA S. VALENZONA

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical rating per IPCR Exhibit B	4.96	70%	3.47
2. Head's assessment on contribution towards attainment of office accomplishments	4.92	30%	1.48
TOTAL NUMERICAL RATING			

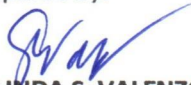
TOTAL NUMERICAL RATING:

Add: Additional Approved Points, if any : _____

TOTAL NUMERICAL RATING : 4.95

ADJECTIVAL RATING : "O"

Prepared by:



ERLINDA S. VALENZONA
 Name of Staff

Reviewed and Approved:

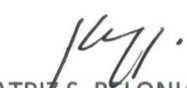

BEATRIZ S. BELONIAS
 Vice President for Instruction

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR) - Accomplishments

I, ERLINDA S. VALENZONA, of the OVPI commits to deliver and agree to be rated on the attainment of the following Targets in accordance with the indicated measures for the period January to June, 2019.


ERLINDA S. VALENZONA
 Ratee

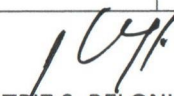

APPROVED:


BEATRIZ S. BELONIAS
 Head of Unit

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accomplish- ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1: Advanced Education Services									
OVPI MFO 2: Graduate Student Management Services									
P11: Graduate students awarded with scholarship/ assistantship	No. of graduate student payrolls facilitated for immediate signature and release	Facilitated graduate student scholars’ payrolls for stipend, book/thesis allowances need for immediate signature and release (as agreed during a meeting with the scholars)	30	45	5	5	5	5.00	
	No. of recommendation letter for graduate research/teaching assistantship facilitated for action/signature	Facilitated letter recommendation for graduate assistantship assigned in the different academic departments for action/signature	4	6	5	5	5	5.00	
UMFO 2: Higher Education Services									
OVPI MFO 1: Curriculum Program Management Services									
P12: New undergraduate & graduate curricular program	No. of compiled acted/approved/offered curricular program with supporting documents	Compiled acted/approved/offered curricular program with photocopied proof of actions by the University Curriculum Committee.	4	5	5	5	5	5.00	
P13: Existing curriculum proposal for revision	No. of compiled curriculum proposal submitted for action by the appropriate bodies	Made/updated separate compilation for curriculum proposal submitted with proof of action by the appropriate bodies	4	5	5	5	4	4.67	
	No. of faculty attended CHED orientation on existing policies/ standards of degree programs offered/for offering/revisions	Facilitated faculty attendance request, claims, funding and other supporting documents for curriculum development purposes	4	6	5	5	5	5.00	
OVPI MFO 2: Student Management Services									
P12: Students awarded with scholarship/ grants-in-aid	No. of payrolls of scholars/grantees facilitated for immediate signature and release	Facilitated undergraduate student payrolls for stipend and book allowance need for immediate signature and release	25	29	5	5	5	5.00	

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accomplish- ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support To Operations (STO)									
OVPI MFO 1: Faculty Development Services									
P11: Faculty pursuing advanced studies	No. of recommendations/endorsements, letter of awards, contracts, clearances and all related documents facilitated for action/signature by the VP for Instruction	Facilitated recommendations/endorsements, letter of awards, contracts, clearances and all related documents facilitated for action/signature by the VP for Instruction	200	258	5	5	5	5.00	
	No. of vouchers for payment school fees, thesis financial support and other related expenses while pursuing graduate studies, and travel order on official time facilitated for signature by the VP for Instruction	Facilitated vouchers for payment school fees, thesis financial support, and other related expenses while pursuing graduate studies, and travel order on official time for signature by the VP for Instruction	10	15	5	5	5	5.00	
OVPI MFO 2: Faculty Renewal/Recruitment/Hiring Services									
P11: Faculty renewal/ recruitment/hiring of full and part-time instructors	No. of recommendations/award letters and appointments facilitated for action/signature by the VP for Instruction	Facilitated recommendations/award letters and appointments for action/signature by the VP for Instruction	150	198	5	5	5	5.00	
	No. of clearances and payrolls for payment of services rendered by part-time instructors facilitated for signature by the VP for Instruction and its immediate release	Facilitated clearances, certifications and payrolls for payment of services rendered by part-time instructors for signature by the VP for Instruction and its immediate release	150	215	5	5	5	5.00	
OVPI MFO 5: Guidance/Counseling and Support to Students Services									
P13: Best practices on students services implemented	No. of walk-in student requests facilitated for immediate action/signature by the OIC/VP for Instruction	Facilitated walk-in student requests for immediate action/signature by the OIC or VP for Instruction	25	30	5	5	5	5.00	
OVPI MFO 8: Program & Institutional Accreditation Services									
P13: Degree program compliant with CHED	No. of documents compiled/retrieved for AACUP accreditation/ CHED evaluation purposes	Compiled/retrieved documents as proof for AACUP accreditation/CHED evaluation purposes	100	500	5	5	5	5.00	

Revised

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accomplish- ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 6: General Administration and Support Services (GASS)									
OVPI MFO 1: Administrative and Facilitative Services									
P11: Colleges, departments, institute and support units under OVPI including the four satellite campuses	No. of documents from different Colleges, departments, institute and support units under OVPI checked/reviewed/ counter signed for appropriate action by the OIC or VP for Instruction	Checked/reviewed/countersigned the CSRs/DTRS, Overtime Permit, Leave Applications, Pass Slips, Clearances; Appointments, Travel Orders/ Itinerary/Completion/ Liquidations; OIC Designations and Arrangement of Classes missed while on leave/ravel for appropriate action by the OIC or VP for Instruction	3000	5000	5	5	5	5.00	
	No. of documents liaised and facilitated	Liaised documents within VSU main and satellite campuses	250	309	5	5	4	4.67	
Office of the Vice President for Instruction	No. of OVPI documents prepared and processed	Prepared Travel Documents, DTR/ CSR/Pass Slips/Attendance Sheets/Leave , Claims/Payments incurred by OVPI staff/student assistants/awardees; Procurement of Supplies & Materials	150	175	5	5	5	5.00	
OVPI MFO 2: Efficient Customer-Friendly Assistance Services									
P11: Customer Assistance Services	No. of Certificate of Appearance issued to clients/visitors	Issued Certificate of Appearance to clients/visitors	100	250	5	5	5	5.00	
			TOTAL OVERALL RATING		80.00	80.00	78.00	79.34	
			AVERAGE RATING		5.00	5.00	4.87	4.96	
			FINAL RATING		4.96				
			ADJECTIVAL RATING						
			Comments & Recommendations for Development Purposes: <i>Maintain filing of records for easy retrieval</i>						
Evaluated and Rated by:  BEATRIZ S. BELONIAS Office Head			APPROVED  BEATRIZ S. BELONIAS Vice President for Instruction						
Date: _____			Date: _____						

1 – Quality , 2 – Efficiency, 3 – Timeliness, 4 – Average

INSTRUMENT FOR PERFORMANCE EFFECTIVENESS OF ADMINISTRATIVE STAFF

RATING PERIOD: January-June 2019

NAME OF EMPLOYEE : ERLINDA S. VALENZONA

POSITION : Admin Assistant II

INSTRUCTION TO SUPERVISOR: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your office using the scale below. Encircle your rating.

SCALE	DESCRIPTIVE RATING	QUALITATIVE DESCRIPTION
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always result to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets the job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. COMMITMENT (both for Subordinates and Supervisors)		SCALE				
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(5)	4	3	2	1	
2. Makes self-available to clients even beyond official time	(5)	4	3	2	1	
3. Submits urgent non-routine reports required by higher offices/agencies within specified time by rendering overtime work even without overtime pay	(5)	4	3	2	1	
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1	
5. Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks	5	(4)	3	2	1	
6. Regularly reports to work on time, logs in upon arrival, secures pass slip when going out and logs out upon departure from work.	(5)	4	3	2	1	
7. Keeps accurate records of her work which is easily retrievable when needed.	(5)	4	3	2	1	
8. Suggests new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1	
9. Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	(5)	4	3	2	1	
10. Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	(5)	4	3	2	1	
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(5)	4	3	2	1	
12. Willing to be trained and developed	(5)	4	3	2	1	
B. LEADERSHIP AND MANAGEMENT (Not Applicable)						

TOTAL SCORE	59
AVERAGE SCORE	4.92
OVERALL RECOMMENDATION	

BEATRIZ S. BELONIAS
Office Head

PERFORMANCE MONITORING AND COACHING JOURNAL

NAME OF OFFICE : OVPI
 HEAD OF OFFICE : BEATRIZ S. BELONIAS
 NAME OF PERSONNEL : ERLINDA S. VALENZONA

	1 ST	Q U A R T E R
	2 ND	
	3 RD	
	4 TH	

ACTIVITY	MECHANISM				
	MEETING		MEMO	OTHERS (Pls. specify)	REMARKS
	ONE-ON-ONE	GROUP			
<u>Monitoring</u>	Giving reminders to be always courteous & professional in dealing with clients	Group meeting to discuss performance of Mice & staff			
<u>Coaching</u>					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:


BEATRIZ S. BELONIAS
 Immediate Supervisor

EMPLOYEE DEVELOPMENT PLAN

NAME OF EMPLOYEE : ERLINDA S. VALENZONA
PERFORMANCE RATING : _____

AIM: To efficiently and accurately deliver the needed services to clientele consistently and systematically according to the standard operating procedure set by the office

Proposed Interventions To Improve Performance

Date : January 2019

Target Date: January-June 2019

First Step : Identify the problems encountered frequently met in performing the assigned tasks

Result : Discuss the occurrence and make/suggest/propose solutions of the problems

Date : January 2019

Target Date: January-June 2019


Next Step : Update on existing procedures and policies to answer queries, facilitate and validate documents for appropriate action by the Vice President for Instruction

Outcome : No errors, knowledgeable and articulate in answering queries, consistent and accurate in reviewing documents, and avoid delay and time-saving


Final Step/

Recommendation: Participate in short term training & conference-workshop on existing policies sponsored by accredited agencies; and give promotion to the next rank position

Prepared by:


BEATRIZ S. BELONIAS
Vice President for Instruction

Con for me:


ERLINDA S. VALENZONA
Admin Asst. II